

ST MARTIN'S EPISCOPAL CHURCH

POSITION: Production Manager

STATUS: Full-time, Exempt

SUMMARY/OBJECTIVE

The Production Manager supports the Church by overseeing recurring and special projects that strengthen and enhance the vision of worship services and events. This role supports the Audio Visual and Communications teams with video production, photography, editing, AV support, and other media support as needed. This person must have a heart for ministry through production and be committed to the Mission and Core Values of St. Martin's Episcopal Church.

ESSENTIAL FUNCTIONS

1. Serve as the primary point of contact for St. Martin's production needs supporting execution and communication for all initiatives.
2. Provide real-time AV support to staff at all levels for worship services, live-stream assistance, sound checks, live sound mixing, managing multimedia presentations, etc.
3. Set up, operate, and maintain inventory of audio-visual equipment (sound systems, microphones, projectors, cameras, livestream gear, lighting systems, etc.) through regular maintenance, preventative maintenance and software and hardware updates.
4. Operate, troubleshoot, diagnose, and resolve production-related issues of high-end cameras and recording equipment to capture cinematic, high-quality footage of services and events across campus.
5. Learn and operate various production and presentation software. Perform usability testing and quality assurance of media elements used across platforms.
6. Schedule and manage contractors that serve as production support for major events and worship services while acting as an occasional backup as needed.
7. Train and support staff members in the proper use of audio-visual equipment and software.
8. Utilize live or green screens backgrounds, as requested, and ensure video and podcasting rooms remain organized, safe, and fully prepared for use at all times.
9. Assist in planning and execution of creative elements, including video, lighting, audio, and stage design.
10. Record, edit, and post-produce audio and video recordings for distribution on the Church's website, social media platforms, and other communication channels, which includes the Wayside Podcast, sermons from worship services and funerals, wedding videography, and ministry content as requested.
11. Oversee publication of The Wayside Podcast, which includes regular team meetings, schedule management, content editing, and episode posting.
12. Maintain and enhance the Audio-Visual Standard Operating Procedures and Guidelines and regularly provide updates to staff. Stay updated on industry trends and advancements in AV technology.
13. Additional duties as assigned.

COMPETENCIES

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| - Effective verbal and written communication | - Professional attitude and appearance | - Production planning and scheduling |
| - Project management | - Innovative mindset | - Situational adaptability |
| - Organization & team coordination | - Process improvement | - Collaborative & Creative Approach |

INDICATORS OF SUCCESS

- Success in meeting production deadlines.
- Proven ability to thrive in a fast-paced environment.
- Looking ahead to future possibilities and roadblocks.
- Utilizing a creative thought process during collaboration.
- Ability to easily multitask across multiple projects/services.
- Successful coordination/communication between ministries.
- Adapting approach and demeanor in real time to match the shifting demands of different situations.
- Positive track record of stepping in to assist during busy times (church holidays, etc.) while being adaptable with scheduling.

WORK ENVIRONMENT

This job operates in a professional office environment and routinely involves standard office equipment such as computers, phones, photocopiers, keyboards and mouse.

While performing the duties of this job, the employee is regularly required to identify, communicate, detect, and easily remember things. The employee is frequently required to rise, move, ascend/descend stairs, position self, and sit; operate a computer and other office equipment; obtain objects at arm's length distance; and lift/transport up to 50 lbs.

The employee is required to perform under circumstances of emotional stress, such as, but not limited to, stress from work deadlines, noise, distractions, work complexity, competing priorities, and understaffing.

WORK HOURS AND TRAVEL

This is a full-time position. Days and hours of work will generally be Sunday - Thursday, with the occasional need for evenings or days off if requested by leadership. No travel is expected for this position.

EDUCATION AND EXPERIENCE

Bachelor's degree preferred; 8-10 years minimum experience in the related field and/or training; or equivalent combination of education and experience.

- Hands-on experience with audio, video, and lighting systems.
- Experience in producing events and/or church services is a plus.
- Experience working with contractors and creative teams, ideally in a faith-based setting.
- Familiarity with worship service flows, liturgical calendars and church programming cycles.
- Strong knowledge of AV systems, including sound boards, projectors, cameras, live streaming platforms, etc.

EEO/AAP

It is the policy and intent of St. Martin's Episcopal Church to provide equal opportunity and employment in its practices.